



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed AUG - 4 1975      75-183      SEP - 3 1975	
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administering Office Address Comptroller General State Fire Marshal Arson Investigation Division 7 Hunter St., S.W. Atlanta, Ga. 30334		4. Person to Contact Barbara Driskell  John R. "Bob" Gore	
				5. Working Title State Fire Marchal	
				6. Tel. No. 656-2064	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1963 to date		9. Exact Series Title Investigators' Daily Diary File			
10. What is the function of the office in which this record series is created?  The State Fire Marshal is responsible for the prevention of the destruction of life and property by fire, panic from fear of fire, and explosion and related hazards as directed by the Georgia Safety Fire Act and Factory Manufactured Movable Homes Act. This involves investigating structural and vehicle fires of suspicious origin to determine cause; inspecting the fire scene and screening debris for incendiary devices, accelerants and foreign materials; aiding in the elimination of accidental causes of fires; and interviewing witnesses, compiling investigative reports and furnishing evidence of criminal acts to the proper authorities. The State Fire Marshal is also responsible for inspecting mobile homes, race tracks, carnivals, and other structures to ensure compliance with the rules and regulations of the aforementioned acts.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents relating to: Reporting daily activity of investigators.  Included only is: A form (no name or number) that furnishes name of investigator, location where travel began and ended for the day, mileage driven, lodging and food expenses, hours worked, name of facility inspected, investigations conducted and remarks about activity involved in during the day.  File is arranged: Alphabetically by name of investigator; thereunder chronologically by date of report.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		3	4.5	1 1 1/2 cu.ft.	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				7 sq.ft. 1,260sq.in.	
Record Center Boxes			7	AVERAGE DAILY REFERENCES	
				This Year's      Last Year's      Preceding Year's      All Prior Years'	
				4      3      3      2	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [x] [ ]
14. Is there a duplication of this series in another office or agency? [ ] [x]
15. Is the information contained in this series ever summarized or published? [ ] [x]  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [ ] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [x]
18. Could the function be performed if the files were lost or destroyed? [x] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [x]
20. Does the record series provide data as input to an EDP file? [ ] [x]
21. Does the record series contain documentation produced as EDP printout? [ ] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] [x]

24. **REQUIREMENTS.** The following requires the files to be kept 2 years:

- a. [ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [ ] FEDERAL LAW    e. [x] ADMINISTRATIVE DECISION    f. [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ~~XX~~ CALENDAR YEAR ~~[-]~~ FISCAL YEAR ~~[-]~~ OTHER \_\_\_\_\_, then:

- [x] Hold in the current files area \_\_\_\_\_ month(s)/ 2 year(s):
- [ ] Transfer to [x] State Records Center [ ] Local Holding Area; hold \_\_\_\_\_ year(s):
- [x] Destroy.
- [ ] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.
- [ ] Other: (Specify) \_\_\_\_\_

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Fred Anderson</i>	8-15-75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [x] Approved [ ] Disapproved	<i>A. Guden</i>	8-14-75
	State Auditor/Designee [x] Approved [ ] Disapproved	<i>William M. Nelson</i>	8-29-75
STATE RECORDS COMMITTEE	Secretary of State/Designee [x] Approved [ ] Disapproved	<i>Carroll T. Hart</i>	8-28-75
	Attorney General/Designee [x] Approved [ ] Disapproved	<i>Al Shelly</i>	8-29-75